

**Wichita Police Department Policy Manual**

Approved by: \_\_\_\_\_

**Policy 707 - Photographs**

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Maintained by:  
Technical Services

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**GENERAL GUIDELINES:**

- 707.01 Official WPD photographs should be taken anytime that photographic evidence would be beneficial in pursuance of a police case. These occurrences include, but are not limited to:
- A. Incidents where property damage has occurred. This includes battery and/or resist cases in which a Department member is not injured, but some damage to property has occurred (i.e., torn shirt, broken glasses, damaged portable radio, etc.);
  - B. Crimes where a photograph would aid a judge or jury in understanding the crime scene or in perceiving the conditions present at the time the crime occurred [e.g., interior and exterior photos of the business should be taken];
  - C. Cases where a stand-up mug is necessary or desirable [see Sections 707.09--707.12];
  - D. Traffic accidents involving a City-of-Wichita owned or leased vehicle;
  - E. Police incidents where an officer or citizen (victim, suspect, or witness) receives an injury, no matter how slight. Photos should include ID photo of the injured person and close up pictures of the injuries. In the event a person claims an injury but none is visible, a photograph should be taken. Should a person refuse to have his/her wounds photographed, an officer should note such refusal in his/her report;
  - F. Felony crime scene where physical evidence exists.

**REQUESTING PHOTOGRAPHIC PRINTS:**

- 707.02 An original "Photo Unit Request for Services" [WPD Form 322-441] will be submitted for each individual case for which color prints are being requested. (Only one case number will be entered on each request.) Once the prints have been produced the Request will be forwarded to the Records Bureau for inclusion in the case jacket.
- 707.03 Officers and investigators may request color prints by submitting a "Photo Unit Request for Services" [WPD Form 322-441].
- A. All other color prints or enlargements will be processed by written request only.
- 707.04 It shall be the responsibility of the Department member obtaining a felony warrant to immediately request that any photographs pertaining to the case(s) be printed.
- 707.05 Completed prints may be obtained from the Records Bureau after they have been printed, identified, and filed in their proper case jacket. When prints are checked out from the Records Bureau, they will be signed for by the requesting employee.
- 707.06 A minimum of five working days is required for the Photography Section to complete a request for color prints, except in exigent circumstances.

**PHOTOGRAPHING STOLEN PROPERTY TO BE RELEASED:**

- 707.07 In all cases involving the wrongful taking of property, an investigating Department member may release the property alleged to have been wrongfully taken to its rightful owner after he/she complies with the following directives:
- A. Have the stolen property photographed by a Department member authorized to take official photographs [Crime Scene Investigator or Photographer, etc].
  - B. Obtain the following information:
    - 1. A written description of the property;
    - 2. The name of the owner of the property;
    - 3. The location where the theft occurred;
    - 4. The name of the investigating law enforcement officer;
    - 5. The date the photograph was taken; and
    - 6. The name of the photographer.

NOTE: If a charge has formally been filed in District Court, the prosecuting attorney assigned to the case MUST be consulted prior to the release of any property associated with the case.

- 707.08 Should prosecution take place in a case where the alleged stolen property has been photographed and released, the color prints may be deemed competent evidence of such property and may be admissible in court if, in addition to the provisions of Section 707.07 having been met, the photographer places his/her signature on the color prints [per K.S.A. 60-472].

STAND-UP MUGS:

- 707.09 Stand-up mugs are full-length photographs used to assist in the identification of offenders, suspects, victims, and witnesses. If a person is under arrest, it is not necessary to receive his/her permission prior to taking stand-up mugs. However, when the person is a victim, a witness, or a suspect who has not been arrested, his/her permission must be obtained prior to taking a stand-up mug.
- 707.10 A commissioned supervisor must authorize taking stand-up mugs.
- 707.11 Stand-up mugs are to be taken at the Sedgwick County Adult Detention Facility.
- 707.12 Should an emergency require that stand-up mugs be shown without delay, a Section Commander or above may authorize taking stand-up mugs with a digital camera.

EMPLOYEE PHOTOGRAPHS:

- 707.13 R It shall be the responsibility of the Departmental member to update their file photograph every five (5) years or when they are promoted to a new rank or position. A member's supervisor may require the file photograph to be updated at any time. The member is to contact the Photography Section of the Technical Services Bureau to schedule the time for a new photograph to be taken.
- 707.14 Photographs of Department members shall be sent to the Information Services Officer via electronic transfer. The Information Services Officer is then responsible for posting those photographs to the Police Secure Portal.
- 707.15 The Photography Section shall be responsible for distribution of prints or digital media.

DIGITAL PHOTOGRAPHS

- 707.16 Equipment and Images
- A. Absent exigent circumstances, only digital imaging equipment authorized for use by the Department shall be employed for operational purposes.
  - B. In exigent circumstances, personally owned digital cameras may be used to record incidents. Images thus recorded shall be the property of the Department and may not be retained by employees, employed for personal use, or distributed without formal Department approval.
  - C. Assigned Department members shall be responsible for the routine care of their equipment and inspection for proper operation. Trained personnel shall also check equipment on a regular basis to ensure functionality. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
  - D. Authorized users shall be provided with a checklist to ensure that, prior to use:
    - 1. The operator-adjustable settings are made appropriately;
    - 2. The time and date settings are correct;
    - 3. There are adequate supplies of recording media;
    - 4. The media is blank (i.e., new, formatted, erased or wiped);
    - 5. The batteries have sufficient charge;
    - 6. The camera functions properly.
- 707.17 Where applicable, established Departmental procedures and training for conventional photographic recording of crime and incident scenes shall be adhered to with the use of digital image recording.
- 707.18 Submissions of Digital Images
- A. Before a bureau purchases any digital cameras, it is required that the Technical Services Bureau Photography Section be contacted. All members of the W.P.D. will have access to the folder for the submission of digital photos. If there are any questions or problems with access, contact your bureau representative or supervisor.
  - B. Digital photos to be submitted will be placed in a folder on the desktop of the officer's MCT or PC. The folder will be named (in this order) with the case number, the Department member's last name and ID that took the photos and the date the photos were taken. Example: 10C000001 Smith 9999 MM-DD-YY.

- C. The photos for the case are then transferred to this folder from the digital camera. It is the responsibility of the submitting Department member that all photos were transferred to the proper folder correctly.
- D. The folder on the desktop of the MCT or PC is to be copied and pasted into the digital submission photo folder. This folder is currently named FieldPhotos\_HoldingArea located in \\ozone\DeptOZ\Police. It is the responsibility of the submitting Department member to ensure that all photos were transferred to the submission folder correctly.
- E. The folder on the desktop of the Department member's MCT or PC must be moved to their network (K :) drive and will be kept for ten (10) working days. After ten (10) working days it is the Department member's responsibility to ensure that the folder is deleted from the network (K :) drive.
- F. It is required (barring a network/equipment outage) that all digital photos taken by a Department members be submitted prior to the end of their shift.
- G. Requirements for a digital camera are:
  - 1. 5 megapixel or higher resolution;
  - 2. Uses AA batteries.
  - 3. Uses an Secure Digital Card (SD) type card;
  - 4. The camera or card can connect via USB to a MCT or PC;
- H. The Technical Services Bureau Photography Section will be responsible for the scanning/uploading of digital photos into LaserFiche.
- I. Photographs stored as digital images may be downloaded and copied to an approved media by the case detective. It is not necessary to submit a request if the case detective downloads the images. When digital images can be copied to an approved media a written request will be required to print color prints of the images.

707.19 INDICATORS ISSUED BY THE TECHNICAL SERVICES DIVISION

- A. When an error is found in the submission of any digital images, Technical Services Bureau personnel shall issue a Indicator. The indicator will be issued as instructed on the Police Secure Portal-Shared Documents site.
- B. Upon receiving an indicator issued by the Technical Services Bureau, the submitting officer shall immediately contact the Photography Section and make any corrections required to submit the digital images.